



United States Department of the Interior

FISH AND WILDLIFE SERVICE
Washington, D.C. 20240

In Reply Refer To:
FWS/AIA

Memorandum

To: Service Directorate

From: **Acting** Director *Marshall D. Jones Jr.* SEP 4, 2002

Subject: Amendment to Procedures for Foreign Travel

This memorandum is to notify you that the approval process for foreign travel has been modified and is effective immediately. In addition, this is to inform you of the Service's new reporting requirements. Input for the first report is due September 10, 2002.

The new process applies to all foreign travel, with the exception of travel to Canada and certain kinds of routine, across-the-border travel to Mexico. Except in unusual circumstances, requests for international travel must be submitted to the Assistant Secretary for Fish and Wildlife and Parks at least four weeks in advance of the proposed travel and accompanied by speeches, briefs, or other written materials, or an outline or abstract thereof, to be given or distributed at the international event. The Assistant Secretary will make the decision whether to approve or disapprove the travel request based on the justification and accompanying information submitted.

In order to meet the Assistant Secretary's established deadline, please submit requests for foreign travel, including a completed Department of the Interior Foreign Travel Certification Form DI-1175 and a Country Clearance Request Form, to the Assistant Director for International Affairs 45 days prior to the start of travel. Foreign travel documents should display a surname from the Regional or Assistant Director or his or her designee to indicate support and approval of the employee's travel.

In addition to adhering to these new procedures, please provide the Assistant Director - International Affairs with a calendar of anticipated international events or other presently anticipated international travel for FY 2003. This information is due by September 10 using the format attached. The Assistant Secretary has asked to be briefed on international matters each quarter, with the first briefing scheduled for September 13. The Service's consolidated list of international events and travel will be presented to him at this time by designated Service representatives. The Assistant Secretary has scheduled subsequent briefings for October 18, 2002, January 17, 2003, April 18, 2003, and July 18, 2003.

All inquiries regarding foreign travel should be directed to the Assistant Director - International Affairs at (202) 208-6393.

Calendar of Anticipated International Events and Travel for FY 2003

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United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, D.C. 20240

AUG 1 2002

Memorandum

To: Director, U.S. Fish and Wildlife Service
Director, National Park Service

From: Craig Manson *Craig Manson*
Assistant Secretary for Fish and Wildlife and Parks

Subject: International Affairs

The following procedures are effective immediately:

1. Except in unusual circumstances, request for international travel must be submitted to the Office of the Assistant Secretary for Fish, Wildlife and Parks at least four weeks in advance of the proposed travel.
2. International travel requests will be accompanied by any speeches, briefs, or other written materials, or an outline or abstract thereof, to be given or distributed at the international event.
3. Each bureau will submit to the Office of the Assistant Secretary for Fish, Wildlife and Parks, not later than September 13, 2002, a calendar of anticipated international events or other presently anticipated international travel for FY 2003.
4. The Assistant Secretary will chair an international affairs briefing each quarter. Each bureau should attend with a responsible SES-level official and the chief of the bureau's international affairs office. Directors may attend, but are not required to unless requested by the Assistant Secretary. The dates of the meetings are as follows:

FY 2002

September 13, 2002	9:00 am
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FY 2003

October 18, 2002	9:00 am
January 17, 2003	9:00 am
April 18, 2003	9:00 am
July 18, 2003	9:00 am